

CITY OF TARPON SPRINGS
SPECIAL EVENTS PACKET
General Procedures and Policies

Applicants' Packet:

1. General Procedures and Policies (pgs. 1 – 3)
2. Special Events Application (pgs. 4 – 6)
3. TS Extra Duty Detail Form (pgs. -9)
4. Designated Vendor Parking (pg. 10)
5. Post Special Event Report (pg. 11)
6. Deposit Forfeiture (pg. 12)
7. Article II Special Events, Code of Ordinances No. 88-25, Chapter 12.5 (pgs. 13 – 18)
8. Contact Information for the Department of Business & Professional Regulations Division of Alcohol & Tobacco and Division of Hotels & Restaurants (pg. 18)
9. Insurance Requirements and Example (pgs. 19 – 20)
10. Code Requirements regarding Signage for Special Events (pgs. 21-22)
11. Fire Prevention Code and Fire Safety (pgs. 23-27)

Application Packets Available at:

City of Tarpon Springs, City Hall, Public Works Department, 324 East Pine St., Tarpon Springs, Florida 34689, or on the City of Tarpon Springs Web Site (www.ctsfl.us).

Return Completed Application to:

City of Tarpon Springs, City Hall, Public Works Department, 324 East Pine St., Tarpon Springs, FL 34688-5004, or you may email Amber Thompson at athompson@ctsfl.us

All Special Event Applications and required forms must be received no less than sixty (60) days before the first date on which the special event is scheduled to be conducted.

Applicant's Procedural System:

1. Applicant returns completed application with:
 - A. Check for \$50.00, non-refundable application fee, made payable to the City of Tarpon Springs.
 - B. Another check for \$100.00, refundable deposit. (One check in the amount of \$150 is acceptable.)
 - C. Copy of Certificate of Insurance naming the City as an “additional insured”. See the attached insurance requirements (Pg. 19-20)
 - D. A completed Extra Duty Detail Application (if applicable).
 - E. A completed Designated Vendor Parking Form.
 - F. Map if required.
 - G. A Post Special Event Report Form (after completion of event).
 - H. A completed Deposit Forfeiture Form.

Policies:

1. Applicant: must be a non-profit organization based out of Tarpon Springs.
2. Reservation Date: It is suggested, prior to application submission, that the location and date of the event be tentatively reserved by Public Works Department. Upon application approval, the date will be confirmed.
3. Meeting: Applicant agrees to meet with the City upon request to discuss any questions or concerns raised before the event is presented to the Board of Commissioners.
4. Special Event Permit: Upon Board of Commissioners approval of the special event, applicant will be required to sign the permit prior to the event being held.
5. Equipment: Tables, chairs, portable stage, barricades and cones may be available for use upon request on the application.
6. Site Viewing: Upon the City's request, the applicant agrees to be present for a pre-event site inspection, and if needed, a post-event inspection.
7. Post Special Event Report: Applicant shall submit the City's Post Special Event Report ten (10) days after the event, in order to qualify for the \$100.00 refundable deposit, unless damages to the City facility have occurred.
8. Site/Equipment Damages: Following the event, the applicant will be billed for any additional expenses that may have been incurred. The applicant shall be responsible to pay additional charges within thirty (30) days after the event.
9. Parades:
 - A. It is understood that no tokens, candy, or other articles are to be thrown from parade participants to spectators along the route.
 - B. It is also to be understood that NO fireworks or other explosive-type devices are to be used by parade participants along the route, which may cause injury or danger to spectators, or participants.
 - C. All vehicles participating in parades and/or antique car activities shall each have the minimum liability insurance as required by Florida Statutes.
10. Tents: Any tent, which will cover people, must have a fire-retardant certificate.
11. Cooking Outdoors: Proper preventative measures shall be taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Properly approved arrangements shall be made for the disposal of grease. See the attached Fire Department Requirements/Guidelines (pg. 23 to 27).

12. Fee Charges: In addition to the application fee and deposit, there may be additional fees charged if any of the special services listed below are required. Payment of these services will be paid directly to the designated department listed below:

1. Utility Billing (Special Event Roll-off)
2. Utility Billing (Hydrant meter)
3. Police Department (Hiring of Police Officers for crowd and/or traffic control.)
4. Hiring off-duty staff (sanitation, electrical, set-up/clean up etc.) Request to be made on the application.

It is at the City's discretion on whether Police Officers will be required for crowd/traffic control. Generally, officers are required for any event that serves alcohol, or for significant road closures. Any fees involved for the hiring of officers will be paid by the applicant.

City of Tarpon Springs
Application for Special Events

Event Information:

Date of Application: _____

Name of Event: _____

Date(s) of Event: _____

Alternate Date(s): _____

Hours of Event: _____

Set up/break down time needed: _____

Type/Purpose of Event: _____

Location of Event (include map for parade/procession routes with assembly and disband points): _____

If Closure of City Parking is needed, please check street:

Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐

Other: _____

Disposition of Proceeds: _____

Applicant Information:

Name of Organization: _____

Registered Nonprofit Org.: Yes ☐ No ☐ or City Department ☐

Organizations Address: _____

Individual to Contact: _____

(Telephone #) _____ (email) _____

Alternative Contact: _____

(Telephone #) _____ (email) _____

General Information:

Number of Vendors: _____ (Sponsor is required to keep a list of vendors and must be able to produce upon request.)

Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): _____

Approximate Number of Attendees: _____ Entrance Fee: \$ _____

Location for Attendee Parking: _____

Will Private Security be Provided: Yes ☐ No ☐ Name of Private Company: _____

Will the Following be Provided: Traffic Control: Yes ☐ No ☐ Crowd Control: Yes ☐ No ☐

Will Music be Provided: Yes ☐ No ☐ Hours of Play: _____ Band: ☐ DJ: ☐ or

Other: _____

Type & Location of Toilet Facilities: _____

Tent or Other Structure: Yes ☐ No ☐ Type of Structure: _____

How will Structure be Secured: _____

Solid Waste Collection/Disposal: Yes ☐ No ☐ Dumpster: ☐ Rolloff: ☐ Other: _____

If parade # of: Participants _____ Animals _____ Floats _____ Bands _____ Other _____

Amusement/Carnival Rides: Yes ☐ No ☐ Name of Company Providing Rides: _____

Types of Rides: _____

Is Diagram of Layout Attached: Yes ☐ No ☐

Will Food/Beverages be Served: Yes ☐ No ☐

Cooked on Site: ☐ Catered: ☐ Sold: ☐ Given Away: ☐

Will Alcoholic Beverages be Served: Yes ☐ No ☐

Type of Alcoholic Beverages: _____

Event Sponsor is responsible to ensure that all food/alcohol vendors have all necessary licenses as required by the Department of Business and Professional Regulations, Division of Hotels & Restaurants and/or Division of Alcohol and Tobacco, Department of Health, Environmental Health Division, or any other applicable State Agency.

Equipment/Miscellaneous (please check if needed):

Barricades: ☐ How many: _____

Cones: ☐ How many: _____

Portable Stage: ☐ Location: _____

Electricity Needed: ☐ Where: _____

Public Restrooms: ☐ Hours of Opening/Closing: _____

Street Banners: ☐ Location: _____

Electric Message Board: ☐ _____

Additional City Trash Cans: ☐ _____

Directional Parking Signs: ☐ Locations: _____

Other: _____

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached:

Yes ☐ No ☐ N/A ☐

If not, when will it be sent: _____

Is the Certificate of Insurance Attached: Yes ☐ No ☐ If not, when will it be sent: _____

I (we) agree that it is my (our) responsibility to clean up after the conclusion of the special event: Yes ☐ No ☐

I (we) have read and completed this application and it is true and correct to the best of my (our) knowledge; I (we) have read the general instructions for this application and the City of Tarpon Springs Ordinance #88-25 and agree to conform with the provisions as set forth therein. I (we) understand that knowingly providing false information on the application shall automatically void the application and cancel the event.

Signature of Applicant

Date



TARPON SPRINGS POLICE DEPARTMENT

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

Tarpon Springs Police Extra Duty Detail Application Rules

Thank you for inquiring about the availability of off-duty officers for security services or other related functions. In compliance with Tarpon Springs Police Department General Order #122, this application is required to engage the extra-duty services of police officers for public safety, health and welfare services in addition to those already provided to the public. It is understood that this is a non-binding agreement. The Police Department may cancel this request without advance notice or cause at any time. The Tarpon Springs Police Department will attempt to place officers during the requested dates and hours. Because of emergencies, inability to find an Officer to work this detail or other unforeseen circumstances, this request may not be filled when requested. The Tarpon Springs Police Department will not permit an Officer to work an assignment that is deemed as a conflict of interest.

The following represents the hourly rate associated with this service, beginning October 1, 2022

Fees

\$50.00 (per hour) Regular	\$60.00 per hour for requests received within 72 hours of the date of the event	\$60.00(per hour) Premium
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There is a three (3) hour minimum on all off-duty employment.

In accordance with the current collective bargaining agreement between the City of Tarpon Springs and the Pinellas County Police Benevolent Association Inc., the following holidays will be charged at a Premium rate:

Thanksgiving Day
Christmas Eve Day (December 24)
Christmas Day (December 25) New
Years Eve (December 31) New Years
Day (January 1)

Cancellations

Job cancellations must be made at least two (2) hours **prior** to the scheduled starting time of the detail (with exception of a natural disaster) and must be called in to the Patrol Supervisor at 727-938-2849.

The (3) hour minimum shall apply to cancellations not meeting this requirement. If the time worked is greater than half the assigned time, the officer will be paid for the full time of the assignment scheduled.

Applicant's signature of understanding



444 S. HUEY AVE., TARPON SPRINGS, FL 34689 - PHONE (727) 938-2849
WWW.TSPD.US

"A Full Service Accredited Law Enforcement Agency"





TARPON SPRINGS POLICE DEPARTMENT

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CHIEF OF POLICE

Payment

Invoices for services rendered for off-duty work will be sent to the vendor after the event has occurred, unless otherwise specified. All compensation due for services performed by Tarpon Springs Police personnel will be paid by Cash, Check or Money Order only to;

The City of Tarpon Springs Attn. Collections

P.O. Box 5004

Tarpon Springs, FL. 34688-5004 (727)942-5612

Officers are prohibited from accepting cash and/or check payments. Any employer failing to meet this deadline may be refused further details.

At large events, the hiring entity shall be required to employ a sufficient number of officers to ensure safe and efficient law enforcement coverage, as determined by the Operations Major or his/her designee. The special detail coordinator shall make a minimum manpower requirement determination to ensure proper security and safety of agency members and the community. The Operations Major or his/her designee shall determine appropriate manpower allocation for all events where alcohol is served. For events that require five or more officers, it will be required to have one supervisor for every five officers needed.

If the event becomes larger than expected or stated, then the on-duty officer or supervisor may request the event is terminated early for safety reasons, or at the approval of the applicant call more officers in to assist.

**Contact the Special Events Coordinator Sgt. Taurean Mathis for additional information:
Office Phone number: 727-938-2849 ext. 1656 or by e-mail tmathis@tspd.us**

Applicant's signature of understanding



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TARPON SPRINGS POLICE DEPARTMENT

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CHIEF OF POLICE

Extra Duty Detail Application

Business Name: _____ Phone Number: _____

Address of event: _____

Applicant Name: _____ Phone Number: _____

Applicant's Address: _____

Applicant's Date of birth: _____ Email address: _____

Applicant's Driver's License Number: _____ State: _____

Contact Person at the event: _____

Type of event: _____

Will alcohol be served at the event? YES NO Number of expected Participants: _____

Requested Officer Duties (please be specific):

How Many Officers do you require: _____ Police Vehicle Required: YES NO

Starting Date: _____ Ending Date: _____ Starting Time: _____ Ending Time: _____

By signing this form, I agree that, I have read and understand the entire agreement and agree to pay for the services rendered, which are in writing or are verbally agreed upon in an emergency situation to prevent shutting down the event if it becomes too large.

Applicant's signature of understanding

Approved
or
Denied

by: _____ Date: _____

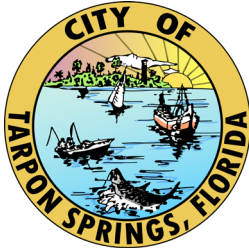


444 S. HUEY AVE. TARPON SPRINGS, FL 34689 - PHONE (727) 938-2849

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"A Full Service Accredited Law Enforcement Agency"





**City of Tarpon Springs
Special Event
Designated Vendor Parking**

To be submitted to the Public Works Department along with the Special Events Application.

General Information:

Name of Event: _____

Date of Event: _____

Designation Location for Vendor Parking: _____

Owner/Agent of Designated Parking Area Signoff:

Owner/Agent Name (print)

Owner/Agent Signature

Owner/Agent Title

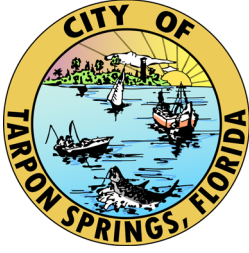
Date

Event Sponsor Signoff:

I have read and completed this form and it is true and correct to the best of my knowledge.

Event Sponsor Signature

Date



City of Tarpon Springs Post Special Event Report

To be submitted to the Public Works Department within ten (10) working days following the event.

I. General Information:

Name of Event: _____

Location of Event: _____

Date of Event: _____

Name of authorized person completing this form: _____

II. Participation Information:

of vendors: _____

in attendance: _____

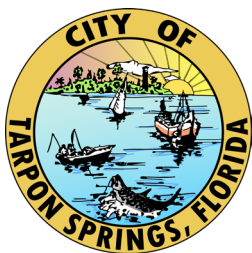
III. Disposition of Proceeds:

Statement of how proceeds will be used:

I have read and completed this report and it is true and correct to the best of my knowledge.

Signature

Date



City of Tarpon Springs Deposit Forfeiture Policy

Event Sponsor agrees to return City property to the exact condition it was in prior to the event. This includes the removal of all items placed on City property by the Sponsor including, but not limited to tents, port-o-lets, ice machines, tables, vehicles, concession stands, trash, etc.

If the Event Sponsor does not comply with cleanup by the date outlined on the Special Event Application, the \$100 deposit will not be returned, and the Sponsor's next event will require double the deposit amount. This procedure will continue until the Event Sponsor complies with the Special Event requirements.

Please note, deposits will be withheld, and additional money may be due for any/or all damages to City property caused the Special Event.

Event Sponsor Signoff:

I have read and agree to the conditions above:

Event Sponsor Signature

Date

ARTICLE II. SPECIAL EVENTS

§ 12.5-7. DEFINITION.

SPECIAL EVENT shall mean any meeting, activity, parade, or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public street, sidewalk, alley, park, beach or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building so as to preempt use of said area by the general public or which deviates from the established use of said area or building.

('80 Code, § 12.5-7) (Ord.88-25, passed 8-2-88)

§ 12.5-8. CITY MANAGER'S AUTHORITY.

The City Manager is hereby authorized and directed to conduct and maintain current surveys of all parks and recreational facilities of the city. At each location, he shall locate and designate all areas which have a specialized function, such as picnic areas, swimming pools, beaches, tennis courts, baseball diamonds, etc.

('80 Code, § 12.5-8) (Ord.88-25, passed 8-2-88)

§ 12.5-9. PERMIT REQUIRED.

No person shall engage in, participate in, aid, form or start any special event, unless a special event permit shall have been obtained from the City Manager or his authorized designee.

('80 Code, § 12.5-9) (Ord.88-25, passed 8-2-88)

§ 12.5-10. PERMIT APPLICATION.

- (a) A person or organization seeking issuance of a special event permit shall file an application with the City Manager or his authorized designee on forms provided by the city.
- (b) An application for a special event permit shall be filed with the City Manager or his authorized designee not less than thirty (30) days nor more than ninety (90) days before the first date on which the special event is scheduled to be conducted and not less than sixty (60) days nor more than one hundred twenty (120) days for application that require the closing of state roads.
- (c) The application for a special event permit shall include the following information:
 - (1) The name, date of birth, address and telephone number of the person or persons seeking to conduct such special event. If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address, and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.
 - (2) The purpose of the special event.
 - (3) The ultimate use of net proceeds from the special event.

Tarpon Springs Code

- (4) The name, address and telephone number of the person or persons who will be responsible for conducting the special event.
- (5) The dates and hours when the special event are to be conducted and the location of such event;
- (6) The estimated number of participants or those otherwise attending and the estimated number of vehicles participating or parking near the event. If the event is a parade, the estimated number of units in each category, such as band, marching units, floats, cars, etc.
- (7) The number, type, location and provision for toilet facilities during the event.
- (8) A statement describing what portion of any street will be occupied by the event.
- (9) Whether any music will be provided, the hours of duration and location of such bands or loudspeakers, along with the numbers and types of such amplifiers or other such devices.
- (10) Location of assembly and disband areas for the event and proposed time of assembly and disband.
- (11) The location and size of any area designated for parking.
- (12) Applicant's provisions for cleanup after conclusion of the special event.
- (13) Applicant's provisions for security, traffic control and crowd control.
- (14) Applicant's intent to have food and drinks and whether or not such food or drinks will be sold or otherwise dispersed, who will be supplying such food or drinks and who will receive the funds obtained from the sale of such food and drinks and the names and addresses of all vendors, as soon as possible.
- (15) Applicant's intent to serve alcoholic beverages and applicant's compliance with section §12.5-4 of this Code.
- (16) What provision have been made for any needed electric power.
- (17) Whether admission fees will be charged, or prizes given, and the dollar amounts involved.
- (18) Applicant's agreement to provide a policy of liability insurance where the special event involves more than fifty (50) persons or vehicles, naming the city as an additional insured in the amount of one million dollars (\$1,000,000.00); in the case of parades, the insurance will cover the assembly area in addition to the parade route. If vehicles are to be used in the parade, proof of vehicle liability insurance must be provided by the owners of such vehicles.

Tarpon Springs Code

- (19) Applicant's agreement to provide a report within four (4) weeks after the event, containing the number of participants and other data included on the application.
- (20) A fee of fifty dollars (\$50.00) payable to the city as reasonable cost for processing, evaluating, and issuing the permit.
- (21) A deposit of one hundred dollars (\$100.00) for damage to city property resulting in any way from the special event. Said deposit shall be returned upon the city's inspection of the location of such event, but in any event, no later than ten (10) days after the conclusion of the event.
- (d) The City Manager or his designee shall waive or reduce the requirements of insurance contained herein, where the applicant presents evidence of financial disability or inability to obtain the required insurance. As used herein, financial disability shall mean lack of present funds with which to pay the premium charged for the insurance policy required.
('80 Code, § 12.5-10) (Ord. 88-25, passed 8-2-88; Am. Ord. 90-44, passed 9-18-90)

§ 12.5-11. PERMIT DENIAL AND REASONS.

- (a) Within ten (10) business days of the filing of the application for permit, the City Manager or his authorized designee shall send the applicant written notice by regular U.S. mail of the action he has taken on the application and the specific reasons therefor. The permit for the special event shall be granted, unless one (1) or more of the following conditions is found to exist:
 - (1) The application is incomplete in a material respect.
 - (2) The application has been fraudulently completed.
 - (3) A prior permit has already been issued for the same area requested, within the same calendar month.
 - (4) The application is not for a public area.
 - (5) An adjacent public area already has been scheduled for use at the same time and simultaneous uses cannot be accommodated.
 - (6) The estimate of the anticipated attendance is more than the maximum designated as allowable for the area.
 - (7) The chief of police has factual knowledge that the applicant or sponsoring group specifically intends to cause or create imminent lawless actions in connections with the special event. Anticipated violence on the part of persons unassociated with the applicant or sponsoring group shall not be considered.

Tarpon Springs Code

- (b) Where denial occurs by reason of the conditions set forth in paragraphs (a)(3), (4), (5) and (6) above, the City Manager or his authorized designee shall inform the applicant of the existence of a reasonable equivalent site, if available and uncommitted, which shall be held for the applicant for a period of five (5) business days, pending reapplication by the applicant for the alternate site.
- (c) Nothing contained in this article shall permit the City Manager or his authorized designee to deny a permit based upon political or religious grounds.
('80 Code, § 12.5-11) (Ord.88-25, passed 8-2-88)

§ 12.5-12. PERMIT CONDITIONS.

Permits issued under this article shall be subject to the following conditions:

- (1) Special events may only be approved for daylight hours, except in areas possessing appropriate artificial light.
- (2) No special event shall be approved for the city's beach areas on a holiday weekend.
- (3) The Chief of Police may stop a special event where a breach of the peace is occurring or an activity in the nature of a riot has occurred.
- (4) All public areas are to be left clean and undamaged following any special event.
- (5) The City Manager or his authorized designee shall have authority to restrict, limit or prohibit the use or construction of platforms, chairs, or other equipment, if he finds that their use would result in damage to city property or constitute a hazard to safety or would block or infringe upon some other lawful use of the public property.
- (6) The grant of the permit shall not entitle the applicant to violate any other general park rules or regulations applicable to the use of public property.
- (7) In the case of parades, the applicant agrees that there will be no tossing of candy, medallions, or other like matter by those participating in the parade.
- (8) The conduct of the event will not substantially interrupt the orderly movement of other traffic contiguous to the event's route.
- (9) The conduct of the event will not require the diversion of so great a number of police officers of the city to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the city.
- (10) The conduct of the event will not require the diversion of so great a number of ambulances and fire rescue units as to prevent normal ambulance and rescue service to portions of the city other than that to be occupied by the proposed event and areas contiguous thereto.

Tarpon Springs Code

- (11) The concentration of persons, animals, and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to the assembly areas.
- (12) The conduct of the event will not interfere with the movement of firefighting equipment enroute to a fire.
- (13) The conduct of the event is not reasonably likely to cause injury to persons to property, to provoke disorderly conduct or create a disturbance.
- (14) The event is scheduled to move from its point of origin to the point of termination expeditiously and without unreasonable delays enroute.
- (15) Reimbursement to the city for expenses and fees charged for a prior special event held by the applicant or the applicant's predecessor, or any person responsible for conducting the special event pursuant to this article.
('80 Code, § 12.5-12) (Ord.88-25, passed 8-2-88)

§ 12.5-13. APPEAL OF DENIAL.

- (a) An applicant denied a permit hereunder may appeal the decision of the City Manager or his authorized designee to the Board of Commissioners by filing a written notice of appeal, stating the reasons for the appeal, with the office of the City Manager or his authorized designee within five (5) business days of the mailing of the decision of the City Manager or his authorized designee.
- (b) Such appeal shall be heard and decided by the Board of Commissioners within fourteen (14) days of the filing of the appeal. The applicant shall be notified twenty-four (24) hours before the hearing. Such applicant may appear at the hearing in person and be represented by counsel. Evidence on the applicant's behalf may be presented at such hearing. The City Manager or his authorized designee shall state his reasons for denying the permit and shall provide any other evidence supporting such denial. The Board of Commissioners shall have authority by a vote of a majority of its members to affirm, reverse or modify the decision of the City Manager or his authorized designee. Such decision shall be in writing and contain the reasons therefor. The decision shall be mailed to the applicant within ten (10) days of the hearing. Failure of the Board of Commissioners to decide the case within fourteen (14) days or mail its decision within ten (10) days shall operate as an automatic reversal of the decision of the City Manager or his authorized designee.
('80 Code, § 12.5-13) (Ord.88-25, passed 8-2-88; Am. Ord. 92-01, passed 2-4-92)

§ 12.5-14. CERTAIN OFFICIALS TO RECEIVE NOTICE OF PERMIT.

Immediately upon the issuance of a special event permit, the City Manager or his authorized designee shall send a copy thereof to the following:

Tarpon Springs Code

- (1) City Attorney.
- (2) Fire Chief.
- (3) Leisure Services Director.
- (4) Chief of Police.
- (5) Harbormaster.
- (6) Planning Department

('80 Code, § 12.5-14) (Ord.88-25, passed 8-2-88)

§ 12.5-15. REVOCATION OF PERMIT.

The City Manager or his designee shall have the authority to revoke a special event permit issued pursuant to this article upon violation of the standards for issuance or conditions for issuance prescribed in this article. During the event, the Chief of Police or his designee shall have the authority to order a ceasing of the event, should the continuance of such event contribute to public disorder or endanger life or property, or should he find that the application was fraudulent in any manner.

('80 Code, § 12.5-15) (Ord.88-25, passed 8-2-88)

State Agency Requirements

If alcohol is going to be served at a Special Event, either sold or given away free, an alcohol permit must be obtained. It is the Sponsor's responsibility to obtain the permit by contacting the following agency:

Department of Business and Professional Regulations – Division of Alcohol and Tobacco located at 1313 North Tampa Street, Tampa, FL 33602 Telephone (813) 272-2610. This office will provide a non-profit alcohol permit for one, two or three days. Please note that the City of Tarpon Springs Planning & Zoning Department must sign "Section 4 – Zoning" of the permit in order for alcohol to be served at the event.

If food is going to be served at a Special Event, either sold or given away free, a food permit must be obtained. It is the Sponsor's responsibility to obtain the permit by contacting the following agencies:

Department of Business and Professional Regulations – Division of Hotels & Restaurants at 3725 W. Grace Street Ste. 520, Tampa, FL 33607 (850) 487-1395.



City of Tarpon Springs, Florida

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

It is the responsibility of the Event Sponsor to provide CERTIFICATE OF INSURANCE to the City of Tarpon Springs. The certificate must indicate the following information:

- 1) Producer or Agent of Record
- 2) Insurance company affording coverage
- 3) Insured (Sponsor of the Special Event)
- 4) Type of coverage (e.g. General Liability, Liquor Liability)
- 5) Effective and expiration dates of policy
- 6) \$1,000,000 Limit of Liability
- 7) The Certificate of Insurance must name the "City of Tarpon Springs" as "ADDITIONAL INSURED" and include "ALL VENDORS". The name of the event, date(s) of the event and "ALL VENDORS" should be indicated in the portion of the certificate entitled "Description of Operations". See attached Sample.
- 8) When ALCOHOLIC BEVERAGES are served, LIQUOR LIABILITY coverage must be purchased and must be indicated on the certificate.

When extreme circumstances dictates that the insurance can not be provided prior to the scheduled Board of Commissioners meeting, a "Binder" enumerating the required coverage and language will be accepted, otherwise the Certificate of Insurance must be present when recommendation is made to the Board of Commissioners for approval.

Final approval for the event to take place shall not be permitted until the City has received the official insurance document.

ACORD

CERTIFICATE OF INSURANCE

DATE MM/DD/YY

PRODUCER

(1) JOHN DOE INSURANCE
123 USA ST.
ANYWHERE, USA

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY
A (2)

COMPANY B

COMPANY C

COMPANY D

INSURED

(3) ABC CLUB
P.O. BOX 0000
ANYWHERE, USA

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	(4) TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	LIMITS (6)
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input type="checkbox"/>	00000	01/01/04	01/01/05	GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMP/OP AGG \$ PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 100,000 MED EXP (Any one person) \$ 1000 COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ AUTO ONLY-EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$ EACH OCCURRENCE \$ AGGREGATE \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				PENALTY AMOUNT:
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ <input type="checkbox"/> INCL PARTNERS/EXECUTIVE <input type="checkbox"/> EXCL OFFICERS ARE:				
	OTHER - BOND (8) *HOST LIQUOR LIABILITY	00000			

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

(7) NAME OF THE EVENT: ARTS AND CRAFT SHOW
INCLUDING ALL VENDORS

DATE/DATES: 04/03/04-04/05/04

CERTIFICATE HOLDER / ADDITIONAL INSURED

CANCELLATION

(7) CITY OF TARPON SPRINGS
324 E. PINE ST
TARPON SPRINGS, FLORIDA 34689

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 22-S (3/99)

V.W. ACORD CORPORATION 1999

SAMPLE



TARPON SPRINGS POLICE DEPARTMENT MEMORANDUM

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

From: Michael Rolleston-Code Enforcement

Officer Date: 04/26/2024

Reference: Signage for Special Events

There are certain Code requirements that must be adhered to when placing signage for all special events. For further information pertaining to sign codes, they can be found in sections 178.00, 181.03, and 192.02 of the city code.

Please call code enforcement at 937-0017 if you have any questions prior to installing signs.

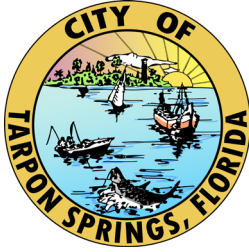


444 S. HUEY AVENUE, TARPON SPRINGS, FL 34689 - PHONE: (727) 938-2849

WWW.TSPD.US

"A Full Service Accredited Law Enforcement Agency"





City of Tarpon Springs Special Event Sign Policy November 1, 2012

You are allowed to place one sign/banner at the intersection of Tarpon Ave. and US Highway 19 on either the north or south side of road in the designated area as outlined in the map below.

Each sign must not be more than 24 square feet in size or more than 6 feet in height.

The sign/banner must set back 10 feet from all property lines and not block any visibility which might endanger motorists or pedestrians, nor may they block the welcome to Tarpon Springs sign.

The sign/banner cannot be attached to any tree/foliage, traffic control devices, stop signs, street signs or power poles.

The sign/banner may not be placed at the site more than 14 calendar days prior to the first day of the event, and they must be removed two (2) business days after the completion of the event.

The City reserves the right to adjust or remove signs/banners at any time.

The existing Signage for Special Events Policy \$192.02 will remain in effect.

Failure to adhere to this policy will result in a \$25 fine per infraction deductible from your \$100 Special Events deposit.

South Side of Tarpon Ave./US 19

North Side of Tarpon Ave./US 19



No signs/banners allowed in the yellow shaded areas.

2018 Special Outdoor Events, Carnivals, & Fairs Minimum Requirements

(By Order of Tarpon Springs Fire Marshal, effective February 05, 2018)

Florida Code References

Florida Fire Prevention Code Sixth Edition

NFPA 1, Fire Code 2015 Edition

NFPA 10, Standard for Portable Fire Extinguishers 2013 Edition

NFPA 96, Standard for Ventilation Control & Fire Protection of Commercial Cooking Operations 2014 Edition

Special Outdoor Events, Carnivals and Fairs

NFPA 1.10.14 Special Outdoor Events, Carnivals, and Fairs.

10.14.1 **Permits.** Permits, where required, shall comply with Section 1.12.

10.14.2 The AHJ shall be permitted to regulate all outdoor events such as carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property.

18.2.3.1.0 Fire department access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof.

25.6.1.4.1 All membrane structure fabric shall meet the flame propagation performance criteria contained in Test Method 2 of NFPA 701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films*. [101: 11.10.1.5.1]

Portable Fire Extinguishers

NFPA 1.10.14.5 Portable Fire Extinguishers. A minimum of one portable fire extinguisher shall be provided for each concession stand where required by the AHJ in accordance with Section 13.6. *(Any booth with 110 volt A/C powered product present. Required by AHJ)*

50.7.1.3.1 Portable fire extinguishers shall be provided per NFPA 96 for cooking operations.

50.7.1.3.2 A minimum of one 2A:10BC portable fire extinguisher shall be provided when a generator or other fuel fired appliance is used.

NFPA 10.6.6 Installations for Class K Hazards.

6.6.1 Class K fire extinguishers shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).

6.6.2 Maximum travel distance shall not exceed 30 ft (9.1 m) from the hazard to the extinguishers.

Portable Generators

NFPA 1.50.7.1.9.2 Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours.

11.7.2.1.2 Fueling from a container shall be permitted when the engine is shut down and engine surface temperature is below the auto-ignition temperature of the fuel.

11.7.2.2 Portable generators shall be positioned so that the exhaust is directed as follows:

(1) At least 5 ft (1.5 m) in any direction away from any openings or air intakes

(2) Away from the building

10.14.10.3 **Protection.** Internal combustion power sources shall be isolated from contact with the public by either physical guards, fencing, or an enclosure

25.1.12.1 Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5 ft (1.5 m) and shall be protected from contact by fencing, enclosure, or other approved means.

Mobile and Temporary Cooking Operation

NFPA 1.10.14.8 Cooking. Concession stands utilized for cooking shall have a minimum of 10 ft (3 m) of clearance on two sides and shall not be located within 10 ft (3 m) of amusement rides or devices.

50.7.1.1 Mobile and temporary cooking operations shall comply with Section 50.7.1 and the applicable section for the type of cooking being performed.

NFPA 96.4.1.1 Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this standard.

96.4.1.2 All such equipment and its performance shall be maintained in accordance with the requirements of this standard during all periods of operation of the cooking equipment.

96.4.1.9* Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents or any form of roofed enclosure, shall comply with this standard unless otherwise exempted by the authority having jurisdictions in accordance with 1.3.2 of this standard.

Equipment provided for Cooking, Electrical, or any other function during the Event

NFPA 1.10.14.7 Electrical Equipment. Electrical equipment and installations shall comply with Section 11.1.

11.1.5.1 Extension cords shall be plugged directly into an approved receptacle, power tap, or multi-plug adapter and shall, except for approved multi-plug extension cords, serve only one portable appliance.

11.1.5.2* The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.

11.1.5.3 The extension cords shall be maintained in good condition without splices, deterioration, or damage.

11.1.5.4 Extension cords shall be grounded when servicing grounded portable appliances.

NFPA 96.11.7.1 Inspection and servicing of the cooking equipment shall be made at least annually by properly trained and qualified persons.

Equipment shall be maintained in good working order as listed by UL approved manufacturers specifications. Equipment found damaged or missing manufacturer installed components ***SHALL NOT*** be allowed to be operated and shall be ***REMOVED*** from the event. The equipment may be returned to service only after it has been repaired, inspected and tagged compliant by an authorized service agent for that equipment, and proof of compliance is provided to the Authority having Jurisdiction.

City of Tarpon Springs Authorized Special Events Only Minimum Unobstructed Fire Lane

(By Order of the Fire Marshal, effective February 05, 2018)

Florida Code References

Florida Fire Prevention Code Sixth Edition
NFPA 1, Fire Code 2015 Edition: Chapter 18 Fire Department Access and Water Supply

NFPA 1:

18.2.3.1.1 Approved fire department access roads shall be provided for every facility, building, or portion of a building hereafter constructed or relocated.

18.2.3.1.2 Fire department access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof.

18.2.3.2.1 A fire department access road shall extend to within 50 ft (15m) of at least one exterior door that can be opened from the outside and that provides access to the interior of the building.

18.2.3.4.1.1 Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1m).

18.2.3.4.1.2 Fire department access roads shall have an unobstructed vertical clearance of not less than 13 ft 6 in (4.1m).

18.2.4.1.1 The required width of a fire department access road shall not be obstructed in any manner, including by the parking of vehicles.

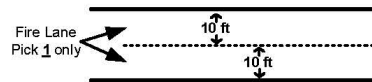
18.2.4.1.2 Minimum required widths and clearances established under 18.2.3.4 shall be maintained at all times.

** Special Event Allowances**

1. Roadways with individual lane widths of 12 ft: a Fire Lane of twelve ft (12) unobstructed width & thirteen ft six inches (13'6") unobstructed vertical height shall be provided.

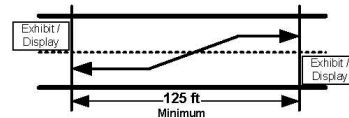


2. Roadways with individual lane widths less than 12 ft: a Fire Lane of ten ft (10') unobstructed width & thirteen ft six inches (13'6") unobstructed vertical height shall be provided.

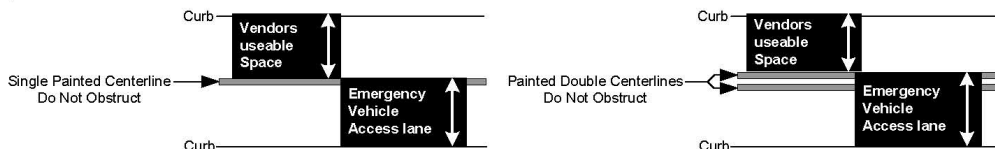


3. Fire Lanes Shall be in a straight line whenever possible.

4. Fire Lanes that change lanes Shall have a clear unobstructed full road width lane change distance of one hundred twenty five ft (125') between any exhibit or display.



Where painted centerlines are present, the entire painted centerline SHALL be Vacant of Obstructions



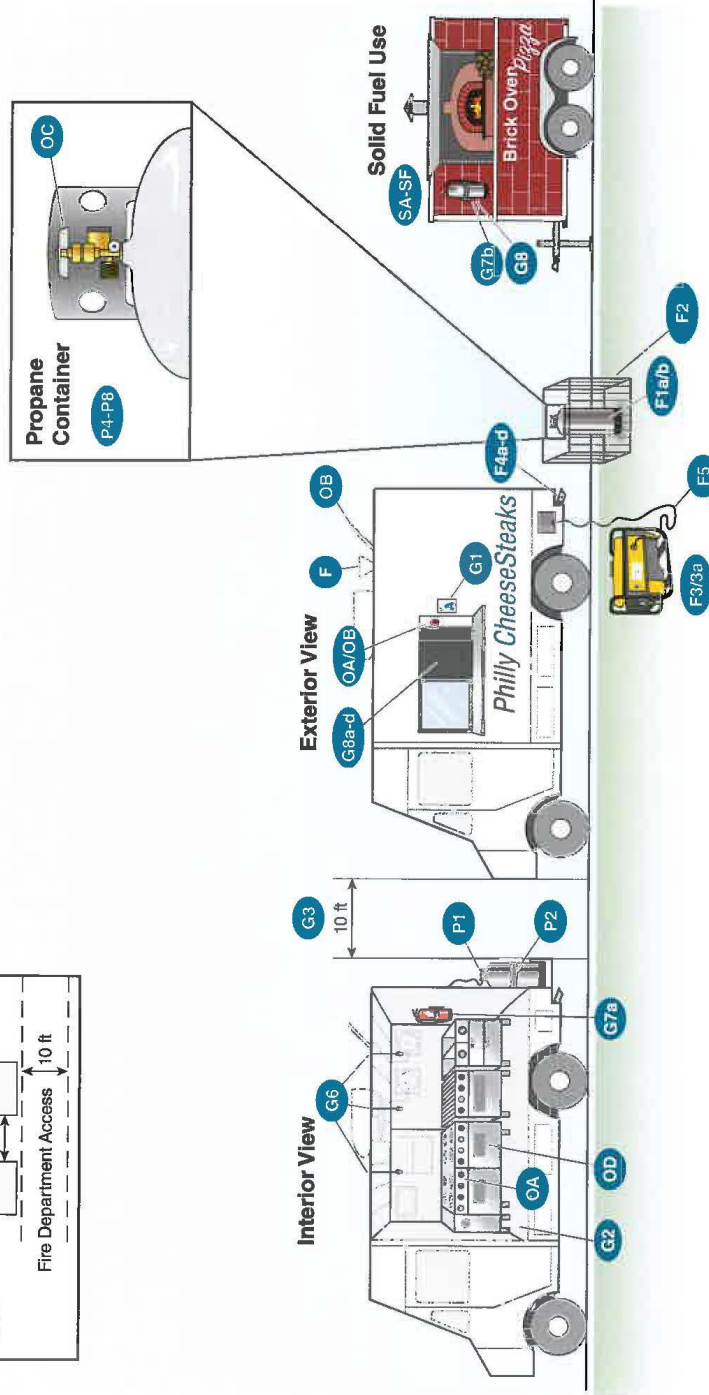
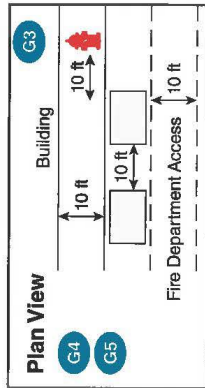
Emergency Vehicle Access Compliance is Mandatory

Fire Marshal has authority to require event organizers to modify event layouts to gain compliance. Refusal to comply may result in delayed event opening and offending violators vacating the event.

Capt. R.A. Kinney
Fire Marshal



NFPA Quick Tips: Food Truck Safety



FOOD TRUCK SAFETY TIP SHEET

GENERAL

Key Safety Tip & NFPA Code Reference

- G1 Obtain license or permits from the local authorities. [1:112.8(a)]
- G2 Ensure there is no public seating within the mobile food truck.
- G3 Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only]
- G4 Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4]
- G5 Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5]
- G6 Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2]
- G7a Verify there is at least one approved 10-B-C portable fire extinguisher rated in accordance with NFPA 10. [58:6.24.8.1]
- G7b Where wood or charcoal is used, make sure that a 2½ gallon water-type fire extinguisher or an approved hose line is provided. [96:14.7]
- G8 Ensure that workers are trained in the following:
- G8a Proper use of portable fire extinguishers and extinguishing systems [10:1.2]
- G8b Proper method of shutting off fuel sources [96:10.4.1]
- G8c Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only]
- G8d Proper procedure for how to perform simple leak test on gas connections [58:6.14; 58:6.15]

FUEL & POWER SOURCES

Key Safety Tip & NFPA Code Reference

- F1a Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only]
- F1b Ensure that refueling is conducted only during non-operating hours. [1:10.14.10.2 for carnivals only]
- F2 Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [1:10.14.10.3 for carnivals only]
- F3 Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2]
- F3a Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container.
- F4 Make sure that exhaust from engine-driven source of power complies with the following:
- F4a At least 5 ft in all directions from openings and air intakes [1:11.7.2.2]
- F4b At least 5 ft from every means of egress [1:11.7.2.2]
- F4c Directed away from all buildings [1:11.7.2.2]
- F4d Directed away from all other cooking vehicles and operations [1:11.7.2.2]
- F5 Ensure that all electrical appliances, fixtures, equipment, and wiring, complies with the National Electrical Code®. [NFPA 70]

PROPANE SYSTEM INTEGRITY

Key Safety Tip & NFPA Code Reference

- P1 Check that the main shutoff valve on all gas containers is readily accessible. [58:6.24.4.1(3)]
- P2 Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.24.3.4]
- P3 Inspect gas systems prior to each use.
- P4 Perform leak testing on all new gas connections affected by replacement of an exchangeable container. [58:6.14; 58:6.15]
- P5 Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.14; 58:6.15]
- P6 Document leak testing and make documentation available for review by the authorized official. [58:6.24.5.1(b)]
- P7 Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.24.5.1(b)]
- P8 Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [119:6.4.8.1]

OPERATIONAL SAFETY

Key Safety Tip & NFPA Code Reference

- OA Do not leave cooking equipment unattended while it is still hot. (Note that this is the leading cause of home structure fires and home fire injuries.)
- OB Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3]
- OC Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.24.9.3]
- OD Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4]

SOLID FUEL: WHERE WOOD, CHARCOAL, OR OTHER SOLID FUEL IS USED

Key Safety Tip & NFPA Code Reference

- SA Do not store fuel above any heat-producing appliance or vent. [96:14.9.2.2]
- SB Do not store fuel closer than 3 ft to any cooking appliance. [96:14.9.2.2]
- SC Do not store fuel near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7]
- SD Do not store fuel in the path of the ash removal or near removed ashes. [96:14.9.2.4]
- SE Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1]
- SF Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container at least 3 ft in the open. [96:14.9.3.8]

Note: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This tip sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtruckafety.

FIRE SAFETY TIPS FOR MOBILE COOKING OPERATIONS



General

- Does your jurisdiction require a license or permit to operate (e.g. local fire/health department)?
- Is cooking equipment attended at all times?
- Are all required ventilation openings open during cooking operations?
- Is the cooking hood/ventilation system free from grease?
- Is the vehicle parked at least 10 feet from buildings, other vehicles, or combustibles?
- Is the vehicle parked so as not to block fire hydrants, fire lanes, fire department connections, exits, etc.?

Training

- Are employees trained in proper use of cooking equipment?
- Are employees trained in how to shut-off fuel sources (e.g. propane, generators)?
- Are employees trained in how to notify the local fire department in an emergency?
- Are employees trained in proper storage, handling and fueling procedures?
- Are employees trained in how to perform a leak test and when one is needed?
- Are workers trained in the proper use of portable fire extinguishers and hood extinguishing system?

Fire Protection

PORTABLE FIRE EXTINGUISHERS

- Are portable fire extinguishers charged, not obstructed, and in operating condition?
- Are portable fire extinguisher located near the cooking appliance, solid fuel storage, and any portable energy source (e.g. generator)?

Hood Fire Suppression System

- Is the hood fire suppression system charged and in operating condition?

Fuel and Power Sources

PROPANE

- Is the propane system inspected prior to use?
- Are the propane tanks secured in an upright position?
- Are the propane tanks within their hydrostatic test date?
- Is the propane system in good condition, (i.e. no leaks, rust)?
- Has the propane system been leak tested?
- Has a leak test been performed when a new tank is installed, or a modification to the system has been made?
- Is documentation available for any leak test?
- Is the main shut-off marked, in plain view and easily assessable?
- Is the fuel supply shut off when not in use and while in transit?
- On gas system piping, is a flexible connector installed between the regulator outlet and the fixed piping system?

ELECTRICAL

- Is the electrical system and other equipment in good working condition?
- Are extension cords in good condition?
- Is the electrical system, including extension cords in accordance with the electrical code?

GENERATORS

- Are generators placed at least 10 feet from buildings, structures, vehicles and combustibles?
- Are generator exhausts directed away from mobile cooking vehicle, vehicles, buildings, structures, exits and openings?
- Are generators protected from contact by the public?
- Are fuel supplies properly stored?
- When refueling are the generators shut down, engine cooled and then refueled?

SOLID FUEL

- Is combustible solid fuel stored properly and away from combustibles or heat producing appliances?
- Are ashes, cinders, and other fire debris removed at the end of the day and stored in a proper container away from the vehicle, buildings and combustibles?

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FOR MORE INFORMATION go to nfpa.org/foodtrucksafety